

Policy and Procedures
for
General Bernard A. Schriever Los Angeles Chapter 147 Air Force Association

1. Complimentary Memberships and Framed Award Certificates (Approved September 25, 2008)
2. Schriever Fellowship Policy (Approved October 30, 2008)
3. BoD Vacancy Replacement Policy (Approved May 27, 2010)
4. Philanthropy Activities (Approved September 22, 2011)

Policy and Procedures
for
General Bernard A. Schriever Los Angeles Chapter 147 Air Force Association
Complimentary Memberships and Framed Award Certificates

1. Eligibility. The following categories of individuals are eligible to receive a complimentary Air Force Association membership, courtesy of the Chapter.

- a. All Los Angeles Air Force Base quarterly and annual individual award winners. (Team award winners are excluded.)
- b. All Los Angeles Air Force Base Schriever Chapter Scholarship Winners
- c. All Cadets in Schriever Chapter Sponsored ROTC Units who have completed one semester of ROTC instruction. (This category of complimentary membership is implemented on a one year trial basis until September 24, 2009 at which time the Board of Directors will review the matter and decide whether to continue, modify or terminate this program.)
- d. All Salute to SMC individual award winners. (Unit/team award winners are excluded.)

2. Existing Air Force Association members.

- a. If an eligible recipient is already an Air Force Association member, they can designate someone else to receive the complimentary membership.
- b. If an eligible recipient has already received a complimentary membership from the Chapter within the past year, they are not eligible for another complimentary membership and may not designate someone else to receive the membership.

3. Funding. All complimentary memberships will be funded from the Membership Committee budget. Framed certificates for Los Angeles Air Force Base Quarterly and Annual Award Winners will be funded in the Awards Committee Budget.

4. Responsibilities and Procedures.

- a. The Military Affairs Chairperson will provide the Military Membership and Awards Chairpersons a list of all individual Los Angeles Air Force Base Quarterly and Annual Award Winners. The Military Membership Chairperson is responsible to collect the information needed for the complimentary memberships from the winners.
- b. The Awards Chairperson is responsible to create Frame Certificates commemorating all individual Quarterly and Annual Awards and provide them to the Military Membership Chairperson for distribution.

- c. The Schriever Education Foundation Chairperson will collect the information needed for the complimentary memberships for scholarship winners and provide that information or completed membership applications to the Membership Chairpersons.
- d. The Education Committee Chairperson will collect the information needed for the complimentary memberships for ROTC Cadets and provide that information or completed membership applications to the Membership Chairpersons.
- e. The SMC Salute Chairperson will provide the names of all Salute winners to the Military Membership Chairperson. The Military Membership Chairperson is responsible to collect the information needed for the complimentary membership from the winners.
- f. The Membership Chairpersons will provide all completed complimentary membership applications to the Treasurer who will prepare a check for the appropriate amount and dispatch the completed package to AFA National for processing.

Objective, Policy and Procedures
for
General Bernard A. Schriever Los Angeles Chapter 147 Air Force Association
Invitees to the Air Force Ball Executive Reception

Objective:

- The Executive Reception is intended to be a small scale, exclusive, senior executive event where high-level government and industry leaders can interact and exchange ideas in a formal, social setting without their support staffs

Government:

- Invitees will be O-7 and SES level and above
- The Space and Missile Systems Center (SMC) Commander, Vice Commander, Executive Director and all other SMC General Officers and SESs will be invited
- Other General/Flag officers as well as SESs in the local area will be invited at the discretion of the Air Force Ball and Executive Reception Committee
- No substitutions are permitted
- Executive officers, aides, and other staff support members are not invited attend

Industry:

- Invitees should be Vice Presidents or above
- Companies will receive 4 tickets for each reception sponsorship*
- Companies who purchased one (1) to three (3) tables at the prior year's Air Force Ball will receive two (2) additional tickets without charge with a sponsorship
- Companies who purchased four (4) to six (6) tables at the prior year's Air Force Ball will receive four (4) additional tickets without charge with a sponsorship
- Companies who purchased seven (7) or more tables at the prior year's Air Force Ball will receive six (6) additional tickets without charge with a sponsorship
- One (1) ticket is required per person, i.e. two (2) tickets per couple.

AFA Chapter 147:

- Members of the current year Chapter Executive Committee may attend.
- The Air Force Ball & Executive Reception Committee Chair and one assistant are invited to attend as working AFA chapter representatives—not as company representatives.

Symposium Participants:

- Symposium speakers.
- Symposium panel members.

Air Force Ball Participants:

- Thomas D. White Space Award winner
- General Bernard A. Schriever Fellowship honoree
- Air Force Ball speakers
- AFA National President
- Far West Region President
- CAFA President

* Sponsorship amount to be determined by Air Force Ball & Executive Reception Committee

Approved October 30, 2008

Policy and Procedures
for
General Bernard A. Schriever Los Angeles Chapter 147 Air Force Association
Schriever Fellowship Awards

1. **Basis.** The Chapter's agreement with AFA National regarding the Air Force Ball, stipulates that AFA National will contribute two Schriever Fellowships to the Chapter in acknowledgement of the Chapter's support of the Los Angeles Air Force Ball. These fellowships are to be awarded within 12 months following the signing of this agreement. If the Chapter does not request the Fellowships, AFA national is not obligated to hold the Fellowships for presentation beyond that 12-month period.
2. **Background.** The Schriever Fellowship was established by AFA in 2000 to honor General Schriever and other leaders who, like General Schriever, have created an Air Force Space Program that is second to none in the world. General Schriever--regarded by most historians as the father of the Air Force's missile and space program--gave his all to the space race and, through his personal example and leadership, inspired generations of military leaders, as well as their civilian counterparts. The honoree receives a lucite pyramid containing a minted coin honoring General Schriever.
3. **Award Events.** The Chapter will award one Fellowship at the Air Force Ball in the fall. The second will be awarded at the Salute to Space and Missile Systems Center (SMC) in the spring.
4. **Honoree Selection Process, Procedures and Responsibilities**
 - a. The Chapter President will solicit nominees from the Board of Directors. Honorees can be from government or industry—military or civilian in the spirit of paragraph 2 above. The Executive Committee (Excom) is responsible to select the honorees. Selection for the award presented at the Air Force Ball will be complete by September 30. Selection for the award presented at the Salute to SMC will be made by April 30. The Excom will maintain a forecast of future potential honorees to aid in long range planning.
 - b. The Excom will notify the Board of Directors of its selection.
 - c. The Chairman of the Board of Directors is responsible is to notify the honoree.
 - d. The Awards Chairperson is responsible to obtain the lucite pyramid containing a minted coin from AFA National.
 - e. The AFA Ball/Executive Reception Chairperson and Salute to SMC Chairperson are responsible to ensure the honoree is invited to their respective events and that the honoree is duly noted in the event program.

Policy and Procedures
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Filling Board of Directors Vacancies

1. In the event of a vacancy on Board of Directors (BoD), a replacement candidate may be nominated by any member of BoD.
2. Election of the replacement BoD candidate shall take place at a meeting of the Board of Directors by majority vote of the quorum present.
3. A BoD member elected in such fashion shall serve the remainder of the unexpired term of the vacancy.

**Policy and Procedures
For
General Bernard A. Schriever Los Angeles Chapter 147 Air Force Association (AFA)
Philanthropy Activities**

OBJECTIVE

While the Schriever Chapter of the AFA is not a philanthropic organization, there are occasions when philanthropic pursuits support the mission and goals of our organization. Many requests come to the organization; therefore the purpose of this policy is to provide criteria and guidelines for the Board of Directors (BoD) to administer Chapter philanthropy efforts.

BACKGROUND

The AFA was formed in 1946 to:

- A. support the mission of the Air Force (AF)
- B. support the AF family
- C. educate the community in what the AF does
- D. support education as a core goal of the AF

These basic goals have not changed since the founding of the AFA, and the Schriever chapter is committed to supporting these goals. Support of these goals has become increasingly important in a world where fewer in the civilian community have knowledge of what the Air Force is and what it does and how it contributes to the community. In addition, increasingly reduced Department of Defense (DoD) budgets leaves many worthwhile support programs for education and support of the AF family orphaned. The Chapter's philanthropic contributions should attempt to further these core goals.

ELIGIBILITY CRITERIA

General Criteria

The Chapter's primary focus has been education, and likely will continue to be. However, each new Board as it is seated should confirm the priorities of the Chapter for the coming year, and philanthropic contributions should be focused on these priorities. Chapter contributions should be for one of the following purposes:

- To support education focused on the military family and the skills necessary to support the AF in the future, especially math and science. This includes scholarship activities and support of local ROTC and Junior ROTC programs - especially those which support the future of the AF's space mission(s).

- To support education of the local community in the roles and missions of the AF in general, but more specifically on the role of the AF space mission, and the roles and missions of Los Angeles Air Force Base (LAAFB) and its AF tenants, which include the Space and Missile Systems Center (SMC)¹. A goal is to improve community awareness of the economic importance to the area of LAAFB and its tenants, and to increase the community's support for the AF, as well as LAAFB and its missions and personnel.
- To support LAAFB's missions or personnel, with the focus on improving those quality of life issues most important to the AF and that improve LAAFB's ability to compete for top quality active duty personnel, by making LAAFB a sought after assignment both in terms of career and family quality of life. Examples of potential contributions include those that support educational purposes, Los Angeles Air Force Base (LAAFB) family support, and LAAFB area AF retiree support.
- As an important secondary goal, the Chapter will strive to support AFA national programs as specified in the AFA Articles of Incorporation, or specific National AFA programs, such as CyberPatriot, to a reasonable extent.

Other Criteria

- All contributions shall be made directly to the recipient for a specific purpose (i.e. Scholarship), not to a recipient that in turn will give the money out under their name for their selected cause or recipient. There may be exceptions to this criterion when it comes in conflict with the criteria to support LAAFB's mission and personnel (i.e. Spouses Club contributions). Such exceptions will be resolved by discussion and vote by the BoD.
- In every case of a Chapter contribution, the Chapter shall insist on recognition and make sure to publicize the contribution so that SMC, Air Force Space Command, and the Air Force community, active duty personnel, and the South Bay Community are aware of how LAAFB is being supported.

SELECTION PROCESS, PROCEDURES AND RESPONSIBILITIES

Goal setting

At the beginning of each new Board year, the Board will discuss their priorities for the year. While philanthropic requests tend to come in ad hoc, a general set of priorities and goals should be set to help guide these priorities, along with a general amount that the board should be allocated to efforts like this in total. The Board, of course, always has the ability to make wise decisions for use of Chapter funds, but such a thought process should help guide the

¹ LAAFB is the home of SMC and the 61st Air Base Group. Other tenant units include AFOSI Detachment 810 and the 369th Recruiting Squadron.

Chapter deliberations, and not be binding. Key here would be a general financial level of philanthropy that the Board deems reasonable given the current year's balance sheet.

Nomination

Requests for Chapter philanthropic contributions shall be brought to the attention of the BoD by an individual board member or committee chair at a regularly scheduled board meeting. Each request shall include a description of the project(s); specific objective or purpose of the project; amount requested; the name and a description of the requesting or targeted organization; its purpose and affiliation(s); and a statement of project rationale and eligibility in accordance with the criteria established above in this policy. If requested by a majority vote of the BoD, a representative of the organization may attend a BoD meeting as a guest for the purpose of providing additional information regarding the proposed contribution to that organization.

Deliberation and Decision

Board members and committee chairs shall consider each contribution request in accordance with one or more of the established criteria listed below, and vote to fund, not to fund, or to table for further action or consideration, in accordance with BoD operating procedures.

- Does the proposed contribution support education focused on the military family and the skills necessary to support the AF in the future, especially math and science?
- Does the proposed contribution support education of the local community in the roles and missions of the AF in general, but more specifically on the role of the AF space mission and the roles and missions of LAAFB and its AF tenants, including SMC?
- Does the proposed contribution support LAAFB's mission or personnel, with the focus on improving those quality of life issues most important to the AF and that improve SMC's ability to compete for top quality active duty personnel?
- Does the proposed contribution support National AFA purposes or specific programs?
- Will the proposed contribution be made directly to the intended recipient and has the recipient agreed to BoD direction and conditions?
- Does the Board have sufficient funds to provide the contribution and is the requested amount consistent with other planned philanthropic expenditures?

Monitoring

The status of all Chapter-funded projects shall be monitored and reviewed annually by the BoD.